



Job Description: Events & Fundraising Assistant (Canada Summer Jobs)

Our Mission: 541 Eatery and Exchange is a pay-it-forward cafe working to help our neighbours overcome the impacts of isolation, poverty, and injustice by cultivating a community of mutuality in our neighbourhood. Inspired by our Christian values, we are dedicated to welcoming all our neighbours inclusive of their circumstances, identity, and status.

Position Description: The Events and Fundraising Assistant position at 541 Eatery & Exchange, a part of the Canada Summer Jobs Program, involves actively contributing to the planning and execution of impactful events that support the organization's tenth anniversary celebrations. The role includes coordinating logistics, engaging with the local community to enhance awareness of 541 Eatery & Exchange's mission, participating in innovative fundraising campaigns, providing on-site support during events, and contributing to communication efforts.

Rate of Pay: \$19.00 per hour

Estimated Hours: 35 hrs/week

Duration: July 15, 2024 to September 6, 2024

Reports to: Executive Director

Responsibilities:

- **Event Planning and Execution:**
 - Collaborate in the planning and organization of impactful fundraising events to support 541 Eatery & Exchange's community initiatives.
 - Assist in coordinating logistics, securing resources, and managing event schedules in alignment with the organization's mission.
- **Community Engagement:**
 - Engage with the Hamilton community to enhance awareness of 541 Eatery & Exchange's mission and events.
 - Build positive relationships with local businesses, sponsors, and community partners to strengthen support networks.
- **Fundraising Initiatives:**

- Actively participate in the creation and execution of innovative fundraising campaigns, reflecting the unique values of 541 Eatery & Exchange.
- Assist in developing promotional materials and strategies to maximize fundraising efforts and community involvement.
- **Event Coordination and Support:**
 - Provide on-site support during events, ensuring a seamless and enjoyable experience for attendees.
 - Collaborate with volunteers to delegate tasks and enhance overall event effectiveness.
- **Communication and Outreach:**
 - Contribute to the drafting of communication materials, including press releases, social media posts, and newsletters, to promote events and fundraising initiatives.
 - Engage with donors and supporters, expressing gratitude and providing updates on the impactful contributions to the local community.

Qualifications:

- Currently enrolled in a post-secondary institution or a recent graduate.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Creative mindset with a passion for community engagement and fundraising.
- Ability to work collaboratively in a team and independently.

Benefits:

- Gain hands-on experience in event planning and fundraising within the unique context of 541 Eatery & Exchange.
- Contribute directly to the success of community-focused initiatives and events.
- Work in a supportive and inclusive environment dedicated to the values of 541 Eatery & Exchange.
- Develop valuable skills in project management, community outreach, and innovative fundraising strategies.

How to Apply:

Interested candidates should submit their resume and cover letter to careers@fivefortyone.ca. Please include "Events and Fundraising Assistant - Canada Summer Jobs Application" in the subject line.

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Revision Date: December 4, 2023